



UNITED STATES MARINE CORPS  
MARINE CORPS EDUCATION COMMAND  
MARINE CORPS UNIVERSITY  
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MARINE CORPS UNIVERSITY POLICY LETTER 2-04

From: President, Marine Corps University/Commanding General,  
Education Command  
To: Distribution List

Subj: MARINE CORPS UNIVERSITY (MCU) FINANCIAL MANAGEMENT

1. Purpose. This letter prescribes policies, responsibilities, and procedures for the administration and execution of the MCU funding.

2. Background. Proper distribution and expenditure of funds require detailed planning and integration with all aspects of the planning process. The President's Planning Council (PPC) provides for the overall integration of the planning, budgeting, and assessment process. This policy provides the details of the MCU financial process.

3. Definitions

a. Resource Management System (RMS). A management approach to decision making to achieve an effective means to establish resource priorities, choose policies producing the desired results at an acceptable cost, and obtain the required resources to accomplish the mission.

b. President's Planning Council. Chaired by the President, MCU and is composed of directors and senior leaders of the university. It serves as the principal body within MCU for the integration of planning, budgeting, and evaluation. Additionally, the PPC is responsible for providing the BOV updates on the financial status of the university for their review and recommendations. MCU Policy 2-03 contains specifics for the conduct of the PPC.

c. Financial Management Board (FMB). The FMB is chaired by the Chief of Staff, MCU. Membership includes the Deputy Directors of MCWAR, CSC, SAW, EWS, EPME, SOML, HD, GRC, VPAA, and SLDP. The MCU G-8 serves as the recorder. The FMB determines funding program priorities and ensures command

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resources are allocated and used in the most effective manner. Additionally, it provides guidance and direction to the FWG.

d. Financial Working Group. The FWG is chaired by the G-8, MCU. It is composed of the MCU Budget Technician and Resource Advisors from MCWAR, CSC, SAW, EWS, EPME, SOML, HD, GRC, VPAA, and SLDP. The primary responsibility of the FWG is to monitor resource consumption of its respective organizations, and make resource allocation/priority recommendations to the FMB, while overseeing all resource execution.

e. Resource Advisor (RA). The RA is the individual that monitors the organization's utilization of resources in the day-to-day operations.

4. Policy. The FMB, in conjunction with the FWG, ensures resources are aligned with the MCU Strategic Plan. The FMB provides guidance to the FWG, while the CG, EDCOM - Chairman of the PPC - retains final direction authority for MCU financial administration.

#### 5. Responsibilities

##### a. Presidents Planning Council

(1) Ensure resources are used in accordance with the MCU Strategic Plan.

(2) Prioritizes, within the Action Plan, reprogramming actions between schools and HQs staff sections.

(3) Reviews and acts on FMB recommendations.

(4) Reassess university budget priorities during the mid-year review and POM input occasions.

(5) Performs other functions pertaining to the financial condition of the command.

##### b. Financial Management Board

(1) Prepares the annual Operations & Maintenance, Marine Corps University Foundation, and International Monetary Education and Training budgets for the PPC review and validates budget alignment with strategic goals, objectives, and action items.

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(2) Reviews and recommends, in accordance with the Strategic Plan, priority of MCU Program Objective Memorandum (POM) submissions before transmittal to the PPC.

(3) Analyzes obligation data at summary and directorate level to ensure annual programs are adequate and valid.

(4) Provides recommendations to the PPC for any reprogramming actions.

(5) Reviews and submits for PPC mid-year review POA approval, including recommended realignments, deficiencies, and prioritization.

(6) Reviews and acts on FWG recommendations.

(7) Annually updates the five-year budget plan submitted to TECOM, incorporating specific cost projections.

(8) Performs other functions pertaining to the financial condition of the command.

c. Financial Working Group

(1) Prepares, consolidates, and submits to the FMB the university's annual budget, and subsequent mid-year review recommendations.

(2) Forwards MCU's POM submissions to the FMB for approval.

(3) Recommends to the FMB, for their approval, distribution of annual obligation authority (in accordance with the Financial Plan).

(4) Analyzes obligation data at the summary and directorate level to ensure annual programs are valid.

(5) Recommends reprogramming of annual funds for FMB approval.

(6) Prepares and submits to the FMB each school's Unfunded Priority List (UPL). All FWG actions will be briefed to the Chairman of the FMB.

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(7) Identify and track costs of delivering established and emerging academic programs and resource enhancement initiatives, in conjunction with IR/IE measures of effectiveness, for the purpose of supporting follow-on cost analysis.

(8) Performs other functions pertaining to the financial condition of the command as deemed necessary by the Chairman of the FWG (MCU G-8).

d. School Directors/Special Staff

(1) Ensure resource consumption contributes effectively to mission accomplishment and complies with command policy guidance and MCU's Strategic Plan.

(2) Appoint Resource Advisors (RA) and Assistant Resource Advisors (ARA) in writing to the MCU G-8. As previously mentioned, these individuals are responsible for the day-to-day execution of each organization's funds.

e. Resource Advisors

(1) Serve as primary points of contact with MCU G-8 personnel and other RA's on resource management matters affecting their specific directorate's activities.

(2) Prepare budget submissions for their organizations and monitor the utilization of resources in day-to-day operations to ensure compliance with command policy guidance and MCU's Strategic Plan.

(3) Know the cost, program, and fiscal requirements of their organization in detail.

(4) Provide status and recommend actions to their directors, other members of the FWG, or MCU G-8.

6. Information

a. The FMB will convene upon direction from the Chief of Staff, MCU.

b. A memorandum for the record will be prepared by the recorder, highlighting discussion on the status of funds, actions approved by the FMB, and other topics as appropriate.

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c. The FWG will meet quarterly, and if necessary, prior to each FMB meeting.

d. During the first week of each month, Resource Advisors will conduct reconciliations with the AC/S G-8, MCU.

e. A memorandum for the record will be prepared and signed by the FWG Chairman, highlighting discussion on status of funds, actions referred to the membership or to the FMB/PPC, and other topics as appropriate.

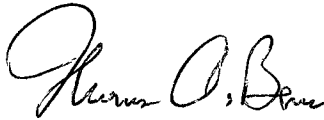
f. RA's and ARA's are appointed by the Directors. Appointment will be made in writing to the AC/S G-8, MCU.

g. After appointment, RA's and ARA's should become familiar with RMS, the types of resources to be managed, and the appropriate tools available.

h. Continuous training, provided by the MCU Fiscal Office and complemented by outside organizations, will assist RA's and ARA's with particular aspects of financial management; to include keeping current in financial concepts and duties.

i. RA's and ARA's should become familiar with the program and fiscal requirements of their organizations in detail. This can be effected by the RA being placed in the "coordination loop" for all actions involving that organization's funds.

7. Applicability. This policy is applicable to all MCU staff, faculty, and administration personnel.

  
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